



## Procurement & Contracting Officer Meeting

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Statewide Training & Certification  
(Reform#8)



# Reform Objectives

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- Improve the quality of procurement practices throughout the state.
- Develop and deliver a comprehensive training and certification program to procurement officials.
- Begin delivery in 90 days.
- Commence more specialized training in one year.



# Needs Assessment & Survey

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- Identify the competencies required by individuals with procurement and contracting responsibilities.
- Conduct a needs assessment based on these competencies.
- Recommend a comprehensive training program designed to enhance individual competencies.
- Partnered with CSU, Northridge
- Convened Customer Focus and Validation Groups
- 4,000 people identified by PCO's to participate in survey. Approximately 1,400 participated and almost 1,000 completed the survey



# Top 20 GAP Ranking - Managers

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1. Knowledge of emergency acquisition processes
2. Knowledge of State default process
3. Knowledge of e-commerce procurement
4. Knowledge of State protest policies
5. Skill/ability to understand & apply preferences
6. Knowledge of basic contract law
7. Knowledge of license & bond requirements
8. Knowledge of the department's IT requirements
9. Knowledge of State IT administrative policy
10. Knowledge of quality assurance methodologies/standards
11. Skill/ability to facilitate resolution of protests
12. Knowledge of approaches to file documentation
13. Knowledge of contract formation
14. Knowledge of IT intellectual property rights
15. Knowledge of non-competitive process
16. Knowledge of leveraged sources
17. Knowledge of the concept of material vs. non-material deviation
18. Knowledge of California statutes
19. Knowledge of statutes pertaining to small business/DVBE acquisitions
20. Knowledge of competitive acquisition process



## Where Are We Now?

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- Developed Ethical Decision Making and California Leveraged Procurement courses.
- Delivered courses to 600 employees; targeted 700.
- Developed the concept of the new California Procurement and Training Academy (Cal-PCA).
- Obtained program BCP approval.



# Workshop Evaluations

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- Overall 4.1 out of 5.0
- Positive Comments
  - Thank you, I learned a lot
  - Entertaining for dry subjects, good job
  - I didn't know about leveraged agreements...now I do
- Negative Comments
  - Executives need this class...not me
  - This doesn't apply to my job...this wasted my time
  - I don't buy anything... I just sign stuff



## Buyers Top 5 Wish List

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- Put CMAS Contracts Online
- Implement “C-Bay”; e-procurement
- One set of purchasing rules based on a single buying-dollar thresholds for everything.
- Simplify & streamline the process.
- Get rid of PIA mandated purchasing.

# California Procurement & Contracting Academy



- Modeled after LA County Training Academy
- Partnership with CSU, Northridge
  - CSUN, Extended Learning & Management & Organizational Development (MOD)
  - Design, develop, review, and deliver programs
  - Train state instructors
- Instructors: CSU and State employees
- Deliver at multiple cities/campuses; majority in Sacramento





# Procurement & Contracting Certificate Program

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		<u><b>Start Date</b></u>
■ <b>Basic Certificate</b>	60 hours	9/03
■ Basic Workshops	32 hours	9/03
■ <b>Intermediate Certificate</b>	32 hours	6/04
■ Intermediate Workshops	(Hours TBD)	6/04
■ <b>Advanced Certificate</b>	(Hours TBD)	6/05
■ CSU Professional Development Certification (100 hours of CSU Course Work)		
■ All courses will qualify for Continuing Education Units (CEU's)		



# What's Next?

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- Complete Development of the Basic Certificate Curriculum. August 2003
- Complete Development of Basic Certificate Workshops. August 2003
- Deliver Basic Certificate Program beginning in September 2003
- Develop and Deliver On-line Courses February 2004
- Begin Development of Intermediate Curriculum Courses. April 2004



# Contact Information

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